san josé·evergreen
COMMUNITY COLLEGE DISTRICT

Processing Center • P.O. BOX 141578 • Austin, TX 78714

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JOHN Q. SAMPLE
1234 MAIN STREET
ANYTOWN US 12345-6789

December 1, 2016

Notice of Data Breach

Dear John Sample:

I am writing on behalf of San José Evergreen Community College District ("SJECCD") to inform you about an incident that may have affected some of your personal information as a current or former student at SJECCD.

What Happened?
On November 7, 2016, we learned that an SJECCD employee had inadvertently uploaded a file containing the personal information of certain SJECCD students to a publicly accessible folder on the SJECCD website. The file was temporarily stored on the webserver and could be retrieved in search results. Upon learning this, we promptly removed the file from the website and began an investigation into the incident. Our investigation indicates that the incident was an accident, and not the result of any kind of malicious attack.

What Information Was Involved?
The personal information contained in the file may have included your name, date of birth, and Social Security number. Although we are not aware at this time of any third party misusing your personal information, we take privacy and security very seriously and wanted to inform you about this situation, the steps we are taking to protect your information, and steps you may take to help protect yourself.

What We Are Doing.
We recognize this issue can be frustrating, and we are taking steps to help protect you and to safeguard your personal information going forward, including re-educating our employees on the importance of keeping student information secure. As an added precaution, we have arranged to have AllClear ID protect your identity for 12 months at no cost to you. The following identity repair and credit monitoring services start on the date of this notice and you can use them at any time during the next 12 months.

- **AllClear Identity Repair**: This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-855-231-9554 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

- **AllClear Credit Monitoring**: This service offers additional layers of protection including credit monitoring and a $1 million identity theft insurance policy. To use this service, you will need to provide your personal information to AllClear ID. You may sign up online at enroll.allclearid.com or by phone by calling 1-855-231-9554 using the following redemption code: Redemption Code.

Please note: Additional steps may be required by you in order to activate your phone alerts and monitoring options.

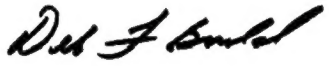
What You Can Do.
Regardless of whether you choose to take advantage of the identity repair and credit monitoring services we are offering, we recommend that you remain vigilant to the possibility of fraud and identity theft by reviewing your credit reports, bank account activity, and financial statements for any unauthorized transactions. Also, please review the enclosed "Information About Preventing Identity Theft" reference guide included with this letter, which describes additional steps you can take to help protect yourself,

including recommendations by the Federal Trade Commission regarding identity theft protection and details on how to place a fraud alert or a security freeze on your credit file.

For More Information.

If you have further questions regarding this incident, you may call 1-855-231-9554, Monday – Saturday, from 6 am to 6 pm PST, excluding major holidays.

Sincerely,



Dr. Deborah Budd, Chancellor
San José Evergreen Community College District

INFORMATION ABOUT PREVENTING IDENTITY THEFT

Even if you choose not to take advantage of the identity repair and credit monitoring services we are offering, we recommend that you remain vigilant to the possibility of fraud and identity theft by reviewing your credit card, bank, and other financial statements for any unauthorized activity. You may also obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting agencies once every 12 months. To order your credit report, please visit www.annualcreditreport.com or call toll free at 877-322-8228. Contact information for the three nationwide credit reporting agencies is as follows:

Equifax
P.O. Box 740241
Atlanta, GA 30374
www.equifax.com
(800) 525-6285

Experian
P.O. Box 2002
Allen, TX 75013
www.experian.com
(888) 397-3742

TransUnion
P.O. Box 2000
Chester, PA 19016
www.transunion.com
(800) 680-7289

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should contact the Federal Trade Commission and/or the Office of the Attorney General in your home state. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580
www.ftc.gov/idtheft
(877) 438-4338

You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records.